

## **COURIER SERVICES SPECIFICATIONS**

- Couriers must report to DDSN Central Office no later than 1:45 p.m. on the designated days (see attached schedule) for pick up of payroll documents. Courier **must** deliver payroll documents via non-stop delivery to Whitten Center, Coastal Center, and Pee Dee Center **Human Resource Management Offices** according to the following delivery schedule:

Whitten - no later than **3:15** p.m.

Coastal - no later than **4:00** p.m.

Pee Dee - no later than **4:00** p.m.

Estimated “one way” distances from Central Office in Columbia to Human Resource Management Offices at regional centers are:

Whitten - 65 miles                      Highway 76, East, Clinton, SC 29325

Coastal - 100 miles                      9995 Miles Jamison Rd., Ladson, SC 29485

Pee Dee - 90 miles                      714 National Cemetery Rd., Florence, SC 29506

- Contact/Deliver to names are:

Whitten - Nancy Beach (864) 938-3198

Coastal - Cheryl Borregard (843) 821-5864

Pee Dee - Cynthia McKever (843) 664-2605

- Extra deliveries or changes to the schedule may be necessary, though not expected. DDSN requests a fee quote in the event that any changes need to be made to the schedule, or delivery of additional documents is needed.

- Coordinators for Services: Carlissa Faust (803) 898-9680

Deloris Hill (803) 898-9682

## BIDDING SCHEDULE

		UNIT	TOTAL
<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>COST</u>

**LOT A:**                    **PROVIDE DELIVERY SERVICES FOR THE PERIOD FROM**  
**1 JOB**                    **DATE OF AWARD THROUGH February 15, 2011 PLUS**  
                                 **FOUR (4) ONE YEAR OPTIONS TO EXTEND CONTRACT**

**Est. No. Trips**

**Per Year:**

24 TRIPS	WHITTEN CENTER. CLINTON, SC (EST. 130 MILES ROUND TRIP)\$_____.....\$_____
24 TRIPS	COASTAL CENTER. LADSON, SC (EST. 200 MILES ROUND TRIP)...\$_____.....\$_____
24 TRIPS	PEE DEE CENTER. FLORENCE, SC (EST. 230 MILES ROUND TRIP).\$_____.....\$_____

**NOTE: ADDITIONAL TRIPS WHICH MAY ARISE WILL BE PROVIDED AT THE SAME PER TRIP COST STATED ABOVE.**

**SOUTH CAROLINA  
DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS  
3440 HARDEN STREET EXT. P O BOX 4706  
COLUMBIA, SC 29240**

**PAYROLL PICK-UPDATES  
FY 10-11**

- |                       |                         |
|-----------------------|-------------------------|
| (1) February 26, 2010 | (13) Aug. 31, 2010      |
| (2) March 15, 2010    | (14) September 15, 2010 |
| (3) March 31, 2010    | (15) September 30, 2010 |
| (4) April 15, 2010    | (16) October 14, 2010   |
| (5) April 29, 2010    | (17) October 29, 2010   |
| (6) May 13, 2010      | (18) November 15, 2010  |
| (7) May 31, 2010      | (19) November 30, 2010  |
| (8) June 15, 2010     | (20) December 15, 2010  |
| (9) June 30, 2010     | (21) Decemer 31, 2010   |
| (10) July 15, 2010    | (22) January 13, 2011   |
| (11) July 29, 2010    | (23) January 31, 2011   |
| (12) Aug. 13, 2010    | (24) February 15, 2011  |

Couriers **must** report to DDSN-Central Office no later than 1:45pm on the designated days.

Departure time from Central Office will be at 2:00pm.